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ABSTRACT

This handbook organized to assist students in using the Cumberland County College Library provides brief sections on the arrangement of books on the shelves, including call numbers and symbols used by the library; non-book materials; how to locate materials using the card catalog; card types, including cross references; the arrangement of cards in the catalog; reference service; periodicals and indexes, including newspapers; special services; the pamphlet file; phonodisc records; circulation policy; and circulation procedures, including fines and faculty reserves. A floor plan of the library and a circulation schedule are also provided. (JD)

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# LIBRARY HANDBOOK FOR STUDENTS

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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Compiled by

JAMES L. LUTHER
Director

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FIFTH EDITION
CUMBERLAND COUNTY COLLEGE
VINELAND, NEW JERSEY
1980

IR007989

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## ACKNOWLEDGMENTS

Suggestions for this Handbook have been gathered from various sources, including library handbooks of other colleges and universities. A debt of gratitude goes to all my colleagues who have so willingly given of their time and helpful criticism in the compilation of this guide to the Cumberland County College Library.

## WELCOME

It is the wish of the Faculty and the Library Staff that the Library may become a vital and enriching part of your college life. As your own store of knowledge expands, this collection of books and other educational media will become more meaningful to you.

This handbook of basic techniques is organized to assist you in your progress toward competence in using the Library which will lead to greater rewards in study, research, and recreational reading. It will take very little time and effort to familiarize yourself with the contents of this handbook. Yet, the information it contains, if mastered and used, will save you many hours of wading through the mass of materials in the Library.

We would like to give each of you a personally conducted tour through the Library; since we cannot do that, we hope this Handbook will help you to find your way around more quickly. The staff will be glad to help you in every possible way. Do not hesitate to ask whenever you need guidance.

James L. Luther
Director of Library Services

## CUMBERLAND COUNTY COLLEGE LIBRARY

The library is a friendly, inviting learning environment where you will find a staff of professional librarians interested in teaching you how to use library resources, helping you to find materials to answer your questions, and supplying answers to your questions. In addition to books, a wide variety of other materials are available that communicate, educate, and entertain. These materials include magazines, newspapers, pamphlets, disc and tape recordings, films, microfilms, kits, art prints and models.

Equipped with varied seating accommodations and pleasant surroundings, the library is an excellent place for study and research, leisure reading, browsing through the collection or simply relaxing between classes.

## ARRANGEMENT OF BOOKS ON THE SHELVES

If books in a Library are to be found easily, it is necessary to arrange them on the shelves according to some definite plan. All circulating books are shelved in the main reading room, A-Z, beginning on the left side along the wall as you enter and continuing from left to right on the free-standing bookstacks, and ending with the shelving placed against the right wall as you enter.

The "call number" appears on the upper left hand corner of the catalog card and on the label of the book spine. The call number is so named because in older libraries the bookshelves were not immediately available to the public and titles were requested of the Circulation Librarian by number. This number should be considered as a home address for the book, which is shelved alphabetically according to its notation. This arrangement groups the books in convenient sequence.

## CALL NUMBER

Books in the Library are classified by the Library of Congress Classification System. This system uses a *mixed notation* consisting of letters and numbers. There are two principle parts in LC notation: a class number and an author number. Thus LC call numbers will consist of a class number, an author number, and added symbols describing a particular work and its edition, if necessary.

After a book has been given a class number to show to which division of knowledge it belongs, it is given an author number. This is taken from the author's surname and arranges all books in the same class alphabetically by the author, e.g.:

Charles A. Beard has written several books on the history of the United States. The Library of Congress class number with the author number makes the call number for the book, Beard, Charles A. and Mary R. *The Beards' New Basic History of the United States:*

| | | |
|---|---|---|
| E | E | - American History |
| 178 | 178 | - United States comprehensive work |
| B39 | B | - First letter of author's surname |
| | 39 | - Author and Book number |

In the case of fiction, the first two letters from the first word of the title is added to the call number — this distinguishes different works by the same author, e.g.:

Head, Bessie. *When Rain Clouds Gather.*

| | | |
|---|---|---|
| PZ | PZ | - Fiction |
| 4 | 4 | - Written in English since 1950 |
| H4323 | H | - First letter of the author's surname |
| Wh | 4323 | - Author's number from Cutter Table |
| | Wh | - First letters of the first word of the title, disregarding articles, A, AN, and THE. |

## SYMBOLS USED BY THE LIBRARY

When locating a card for a book in the card catalog, observe whether or not there are word or letter designations given as part of the call number. When one of these symbols appears on the catalog card as part of the call number, a specific location is intended. The symbols are:

**Ref.** Reference books are designated by an "Ref" above the LC class number. In general, this collection is shelved along the walls of the Reference Room. However, several of these books are kept on the Reference Librarian's desk and others in the main reading room. If you are unable to find the reference book you wish to use, ask the Reference Librarian to help you.

**Over.** "Over" above the LC class number indicates a book belonging to the oversize collection. The oversize collection consists of books too tall to stand on the shelves with other books. They are kept in the first free-standing book stack on the right as you enter the Library.

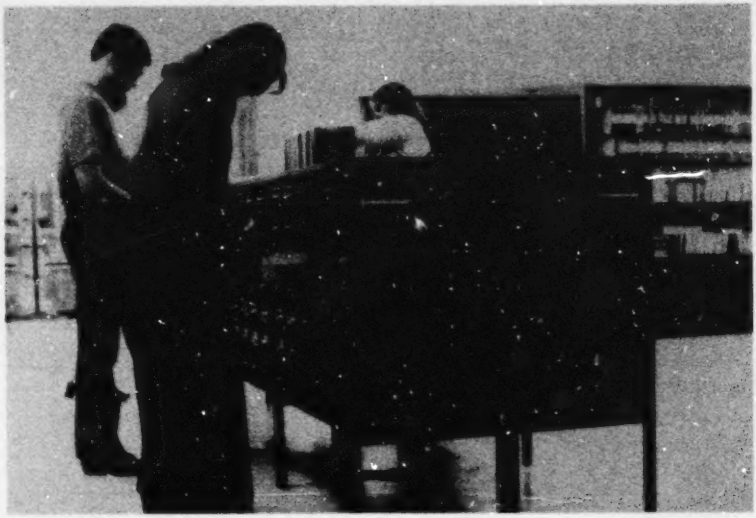
## NON-BOOK MATERIALS

All types of non-book materials entered in the card catalog are identified by a red band that extends across the top of each catalog card. In addition to the red band, non-book materials are further identified by the complete name of the material that is placed above the classification number, e.g. Audiotape, Filmstrip, Kit, etc. These materials can be obtained at the Circulation Desk.

## TYPES OF NON-BOOK MATERIALS

Art prints
Audiotapes (includes cassettes, 5" and 7" reels)
Filmstrips
Games
Kits (includes programmed instructional material)
Models
Motion pictures (includes 8mm loop film cartridges, 16mm films)
Phonodiscs
Transparencies
Videotapes

## HOW TO LOCATE MATERIALS: THE CARD CATALOG



The **CARD CATALOG,** located in the Circulation Lobby, is an index to the materials contained in the Library. It is divided into two parts: the **AUTHOR, TITLE, SERIES CATALOG** and the **SUBJECT CATALOG.**

Look in the **AUTHOR, TITLE, SERIES CATALOG** for a listing of a book you want under the name of the author just as you would find a name in the telephone directory.

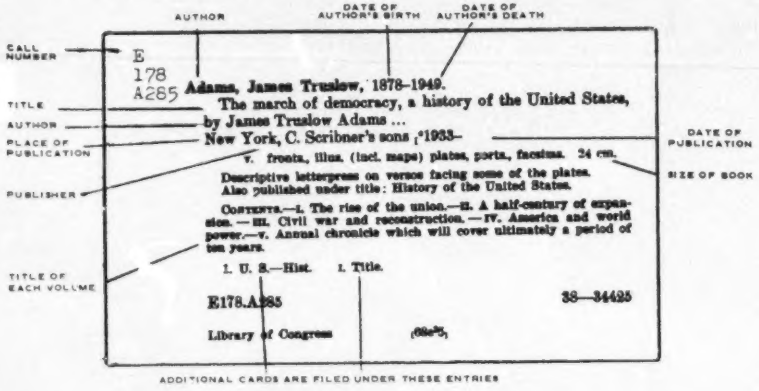
If you do not know the author's name or if the name is a common one such as Smith and you do not know the forename, look under the title, or series if it is distinctive.

OR

Look in the **SUBJECT CATALOG** for material about a certain subject. Look under the most specific or exact word possible for the material you want. For instance, a book on ants will have a card under **ANTS**, not under **INSECTS.** If, however, there is nothing under a specific heading or the synonyms which occur to you, turn to the larger subject which may include books with a chapter on the subject you want. If you wish to find what material the Library has about a certain person, look in the **SUBJECT CATALOG** under the person's surname. Located on top of the card catalog is a large volume entitled, "Library of Congress Subject Headings" that contains all the subjects used by the Library.

## CARD TYPES

**The Author Card:** The author of a book may be a person or persons, a government agency, an association or an institution. All works by one author are filed alphabetically by title under his name. Here is an example of an author card.

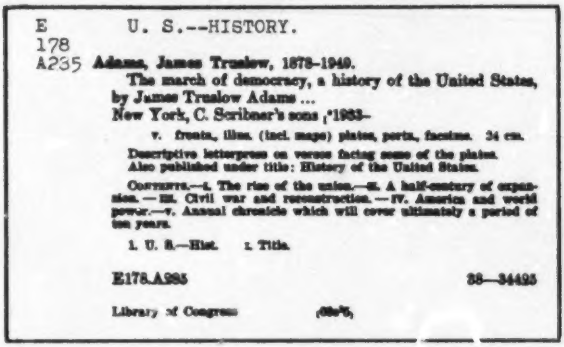

AUTHOR
DATE OF AUTHOR'S BIRTH
DATE OF AUTHOR'S DEATH
CALL NUMBER
TITLE
AUTHOR
PLACE OF PUBLICATION
PUBLISHER
TITLE OF EACH VOLUME
DATE OF PUBLICATION
SIZE OF BOOK
E
178
A285
Adams, James Truslow, 1878–1949.
The march of democracy, a history of the United States,
by James Truslow Adams ...
New York, C. Scribner's sons ,1933–
v. fronts., illus. (incl. maps) plates, ports., facsims. 24 cm.
Descriptive letterpress on verso facing some of the plates.
Also published under title: History of the United States.
Contents.—I. The rise of the union.—II. A half-century of expansion. —III. Civil war and reconstruction. —IV. America and world power.—V. Annual chronicle which will cover ultimately a period of ten years.
1. U. S.—Hist. I. Title.
E178.A285
38—34425
Library of Congress
ADDITIONAL CARDS ARE FILED UNDER THESE ENTRIES

**The Title Card:** The title card has the title of the book on the top line of the card These cards are filed alphabetically by the first word of the title, disregarding articles A, AN, and THE at the beginning of an entry, but considered if not the first word. Notice that the same information about a book found on the author card, may be found on the title card. The only difference is that the title has been typed above the author's name. Example:

E
178
A285 The march of democracy, a history of the United States.

**Adams, James Truslow, 1878–1949.**
The march of democracy, a history of the United States,
by James Truslow Adams ...
New York, C. Scribner's sons ,1933–
v. fronts., illus. (incl. maps) plates, ports., facsims. 24 cm.
Descriptive letterpress on verso facing some of the plates.
Also published under title: History of the United States.
Contents.—I. The rise of the union.—II. A half-century of expansion. —III. Civil war and reconstruction. —IV. America and world power.—V. Annual chronicle which will cover ultimately a period of ten years.
1. U. S.—Hist. I. Title.
E178.A285
38—34425
Library of Congress

**The Subject Card:** The subject card has for a heading the word or phrase which indicates most specifically what the book is about. Most books in the Library are listed under one or more subjects. The subject card is also a duplicate of the author card, but the subject is typed in **BLACK CAPITAL LETTERS** above the author's name. Example:



E
178
A235 U. S.--HISTORY.

**Adams, James Truslow, 1878-1949.**
The march of democracy, a history of the United States, by James Truslow Adams ...
New York, C. Scribner's sons ,'1933-

v. fronts., illus. (incl. maps) plates, ports, facsims. 24 cm.

Descriptive letterpress on verso facing some of the plates.
Also published under title: History of the United States.

Contents.--I. The rise of the union.--II. A half-century of expansion. --III. Civil war and reconstruction. --IV. America and world power.--V. Annual chronicle which will cover ultimately a period of ten years.

1. U. S.--Hist. 2. Title.

E178.A235 38--34425

Library of Congress (39e5)

## CROSS REFERENCES

*"See" Card.* Often there are several words which mean nearly the same thing, such as **HEALTH** and **HYGIENE**. In such case, the reader who might look under **HEALTH** will find an entry which reads: **"HEALTH see HYGIENE"**. This means to look under the word **HYGIENE** in the card catalog, and is known as a cross reference. The *"SEE"* reference is often used to refer the reader from a well-known pseudonym, to the person's real name, e.g.: *O'Henry, pseud. SEE Porter, William Sidney.*

*"See also" Card.* There is another kind of cross reference which tells the reader where to find additional materials on a specific subject; instead of *see*, this reference uses the words *see also.* For instance, if the reader should look under the subject **ECONOMIC ASSISTANCE** he will find many subject cards with the subject **ECONOMIC ASSISTANCE**. Filed after all these cards will be found a cross reference card referring to additional places in which to look for related topics. Example:

ECONOMIC ASSISTANCE

SEE ALSO

INTERNATIONAL RELIEF
RECONSTRUCTION (1939 1951)
TECHNICAL ASSISTANCE

## ARRANGEMENT OF CARDS IN THE CATALOG

One of the most important things about using the Library is learning how to use the card catalog. If you will stop to learn a few simple rules about how the cards are arranged in the catalog, you will find that you will save much time and frustration.

One of the greatest dangers for a reader who doesn't understand the rules for filing is that he thinks a book is not in the Library, when actually he has failed to find it in the catalog. If there is any possibility that the reader has failed to find a card, he should ask a librarian for help.

*Cards for persons.* Persons with the same last name are arranged in alphabetical order by their first names, just as are the names in a telephone directory. Example:

Dewey, John
Dewey, Melvile
Dewey, Thomas

Names of persons are often subjects of books; in this case the person's name is typed in black capital letters at the top of the card.

Names beginning with Mc and Mac are arranged as if they were written Mac. Example:

| | |
|---|---|
| Macartney | McGill |
| McBride | MacKaye |
| McClure | McWilliams |

If confused in the Mac's, which are troublesome, mentally disregard M', Mc, and Mac, and notice only following letters which will be strictly alphabetical.

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*Word by Word.* In most dictionary arrangements the rule known as "word by word" filing is used. This means that when one word forms the first part of another word, all the headings with the short word come before longer words beginning with the same letters. Example: In-

In darkest Africa
The ingenious gentlemen
Ingham, Kenneth
Inglis, Brian
Innocent III
Innovations in education
Institute for Religious and Social Studies

*Abbreviations.* Abbreviations indicating authors or titles come before all the complete words beginning with the first letter of the abbreviation. Example:

NAACP, a history
NATO and Europe
Nabokov, Vladimir Vladimirovich

*Subject cards.* When there are several cards on one subject, they are arranged according to author. Example: (Subject: **ATOMS**)

| | |
|---|---|
| Bankoff, George Alexis | The boom of the atom. |
| French, Sidney James | The drama of chemistry. |
| Gamow, George | The birth and death of the sun. |

*Subject cards: Subdivisions.* Subdivisions of the subject are filed alphabetically. A subject word comes first, and then the same word used as the first part of a phrase. Example:

EDUCATION
EDUCATION — AFRICA
EDUCATION — FRANCE
EDUCATION — HISTORY
EDUCATION — STATISTICS
EDUCATION — UNITED STATES
EDUCATION AND STATE
EDUCATION OF CHILDREN
EDUCATION OF WOMEN

Subdivisions of history are by period and are filed chronologically instead of alphabetically. Example:

U.S. — HISTORY
U.S. — HISTORY — REVOLUTION
U.S. — HISTORY — CIVIL WAR
U.S. — HISTORY — 20th CENTURY
U.S. — HISTORY — 1919-1933
U.S. — HISTORY — 1945-

## REFERENCE SERVICE

Reference service usually means assistance given by a librarian to anyone who needs help or guidance in locating materials, in finding specific information, and in interpreting Library resources. Reference service is designed to **HELP THE STUDENT HELP HIMSELF.** A student should first attempt to help himself. Then, if he cannot find what he wants, he should ask for assistance.

Reference books, which do not circulate, are housed around the walls in the Reference Room. Their class number is distinguished by the letters, **Ref.**, placed above the Library of Congress notation. They include encyclopedias, dictionaries, yearbooks, almanacs, atlases, and many other works that are primarily intended to be consulted or referred to for specific information. Reference materials remain in the Reference Room at all times except for the purpose of making xerox copies.

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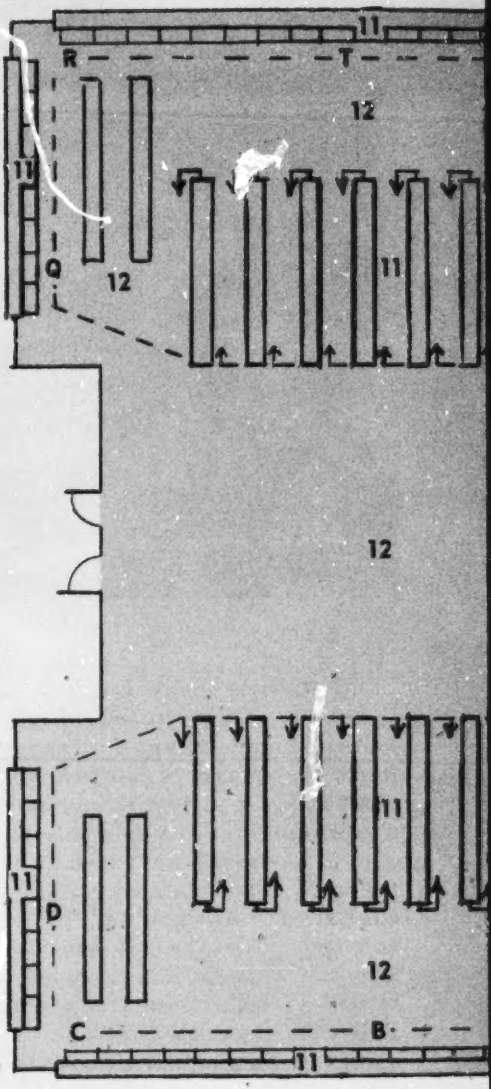
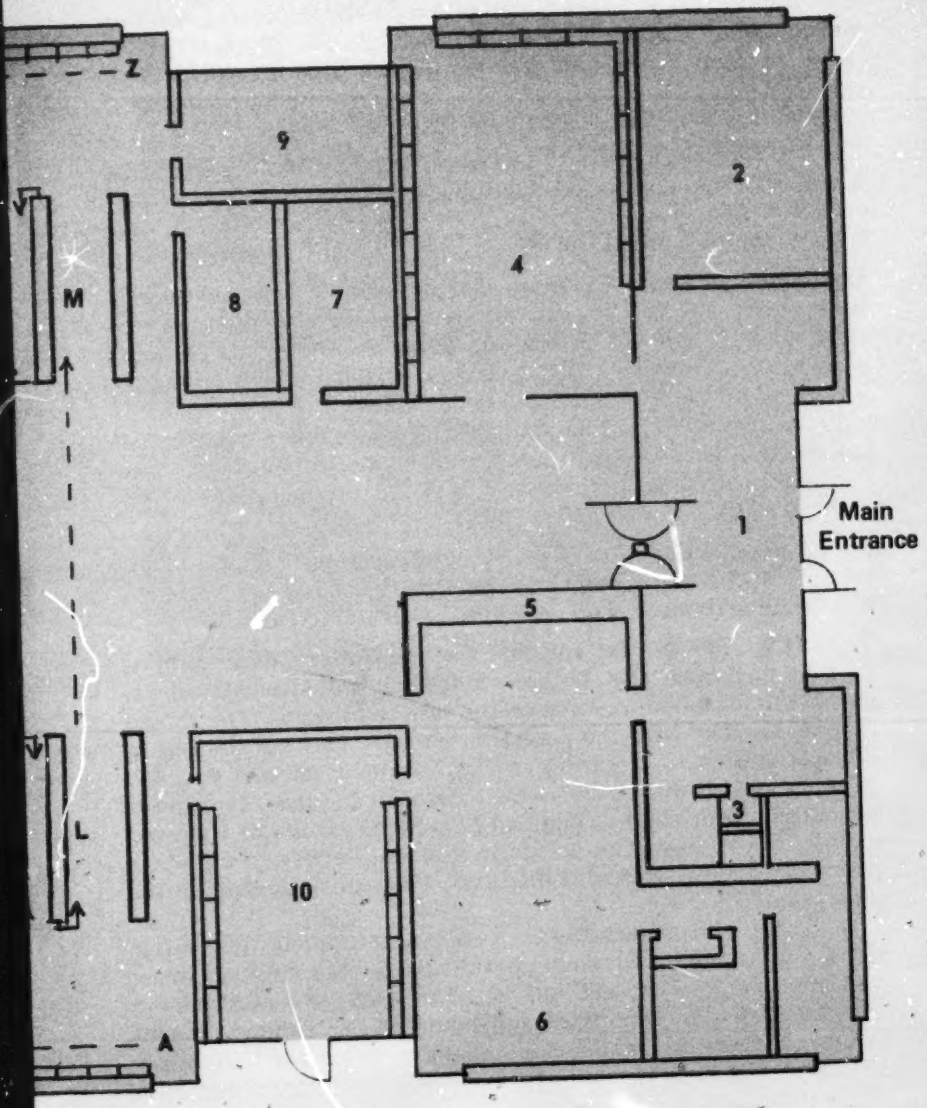
CUMBERLAND C
LIBR
Floor

1. Main Lobby
2. Seminar Room
3. Telephone
4. Reference Room
5. Circulation Desk
6. Director's Office
7. Men's Rest Room
8. Women's Rest Room
9. Audiovisual Room
10. Processing Room
11. Bookshelves and Stack Areas
12. Main Reading Room




*Letters represent approximate location of collection by L. C. Classification.*

OUNTY COLLEGE
ARY
Plan

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## PERIODICALS AND INDEXES

*Periodicals* is a term which includes both popular magazines and journals. Magazines are individualistic and no one rule applies to all of them except that they are published periodically. Back issues of more than 200 titles are maintained in bound volumes, on microfilm, and unbound storage files.

**Current Periodicals.** The latest issues of many of the periodicals are located on the periodical display unit in the main reading room. The current issue of each periodical may be used in the Library but does not circulate.

**Unbound Periodicals.** When a current issue of a periodical has been replaced with a new one, it is stored on closed stacks in a small room behind the circulation desk. To obtain any of these periodicals, a Periodical Call Slip must be filled in and presented to the assistant at the circulation desk.

Back issues of unbound periodicals may be used either in the Library or circulated for a period of one week. When you have finished using these periodicals, please return them to the circulation desk.

**Bound Periodicals.** Bound periodicals, covering back issues, are located on the first section of shelves to the left as you enter the main reading room. Bound periodicals **DO NOT** circulate.

**INDEXES.** The student will find the latest information on most subjects in periodicals. Without indexes it would be almost impossible to locate information on the various subjects. You should become familiar with the periodical indexes; they are the key to subjects treated in magazine articles. Perhaps the one you will be using most is the *Readers' Guide to Periodical Literature.* It indexes periodicals from 1900 to date, and covers magazines of a general nature. If you learn how to use it, you will be able to use other periodical indexes without difficulty. They are organized on the same plan.

*Readers' Guide to Periodical Literature* indexes about 160 magazines. It is published semi-monthly September through June, and monthly in July and August. Once each year numbers are combined, that is, cumulated and bound in one volume. About every two years the annual cumulations are combined into larger volumes. These, along with other indexes, are kept on the tables in the Reference Room.

*Arrangement.* Alphabetical arrangement by author and subject; titles are not listed, except for plays and short stories and, sometimes, essays. Abbreviations are used freely — titles of magazines, month, etc. Lists of the full titles of magazines and other abbreviations used are found in the front of each issue. Sample entry:

**COLLEGE** students
Score one for today's students J. McCormick,
il. Sports Illus 28:46-8+ My 20 '78

Explanation: An illustrated article on the subject, **COLLEGE** students, entitled "Score one for today's students", by J. McCormick, will be found in Volume 28 of Sports Illustrated, pages 46-48 (continued on later pages of the same issue) the May 20, 1978 number.

Indexes in addition to the *Reader's Guide* that may be found in the Reference Room include:

**Applied Science and Technology Index, 1959-date.** A cumulative subject index to periodicals in the fields of aeronautics, automation, chemistry, construction, electricity, and electrical communications, engineering, geology and metallurgy, industrial and mechanical arts, machinery, physics, transportation, and related subjects.

**Biography Index, 1946-date.** Indexes information about people found in books and periodicals.

**Book Review Index, 1965-date.** A current guide to current reviews of current books.

**Business Periodicals Index, 1958-date.** A cumulative subject index to periodicals in the fields of accounting, advertising, banking and finance, general businesses, insurance, labor and management, marketing and purchasing, office management, public administration, taxation, specific businesses, industries and trades.

**Education Index, 1959-date.** A cumulative author and subject index to a selected list of educational periodicals, books and pamphlets.

**Essay and General Literature Index, 1900-date.** Index to essay and articles in collections and various works. (Located on card catalog)

**Facts on File, 1967-date.** A guide to the facts of yesterday's events and the background of today's news.

**Humanities Index, April 1974-date.** Old Title: Social Science and Humanities Index.

**New York Times Index, 1851-date.** Master-key to information on events, news of the day, and records of events.

**Nursing Literature Index, 1964-date.** Covers a broad selection of subject matter of importance to progressive nursing and related health science.

**Social Sciences Index, April 1974-date.** Old Title: Social Science and Humanities Index.

**Social Sciences and Humanities Index, 1907-March 1974.** A guide to periodical literature in the social sciences and humanities.

## LINDEX AND PERIODICAL CALL SLIPS

The Lindex, located with the indexes in the Reference Room, lists all the periodical holdings of the Library. In addition it provides the following information:

1. Format in which the periodical is maintained, i.e. microfilm, bound volumes, or unbound issues.
2. Period of coverage in each format
3. Changes in titles
4. Termination dates of publications

Periodical Call Slips are available adjacent to the Lindex in the Reference Room. While you have before you the information needed, copy on one of the Periodical Call Slips provided for your use the following information: title and date of the magazine and calendar date.

## NEWSPAPERS

The Library subscribes to the following daily newspapers.

| TITLE | COVERAGE |
|---|---|
| Christian Science Monitor | National & International |
| New York Times | National & International |
| Wall Street Journal | Finance-National & International |
| Philadelphia Inquirer | State & Regional |
| Press (Atlantic City) | Southern New Jersey |
| Bridgeton Evening News | Local |
| Millville Daily | Local |
| Vineland Times Journal | Local |

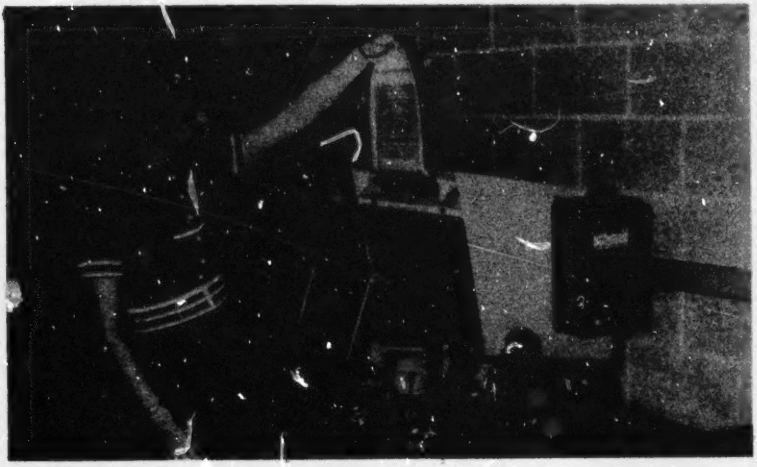
The latest issues of each title are located in the periodical display unit in the main reading room. Back issues are kept for approximately one month and may circulate for a period of one week.

The Library has the complete microfilm edition of the *New York Times* from its inception in 1851 to the present.

## SPECIAL SERVICES

### Microfilm Reader Printers

Print-out copies (10¢ each) from microfilmed sources are available in the Audiovisual Room through the Use of the 3M Microfilm Reader Printers. Ask a librarian for assistance the first time you should need to use the microfilm reader or reader printers.



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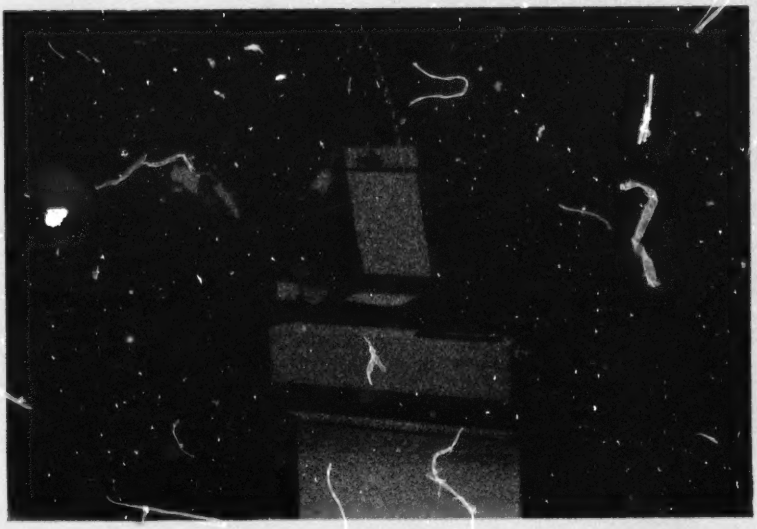
## Photocopying

Printed materials may be reproduced on the Xerox 3100 Copier located in the Circulation Lobby of the Library. Cost is 10¢ per page.



## Interlibrary Loans

The Library provides interlibrary loan service for its students and faculty. Rules and regulations for loans are based on the Interlibrary Loan Code of 1952 — revised edition of 1968. If you wish to take advantage of this service, it is necessary that you allow at least three weeks from the date of request to receipt of materials. Ask the Reference Librarian for complete information if you should desire interlibrary loan service.

## PAMPHLET FILE

The pamphlet file consists of filing cabinets that contain up-todate pamphlets, brochures, news-paper clippings and some U. S. government publications on a variety of subjects. It's particularly useful for researching current issues. All pamphlet materials may circulate for a period of one week.

## PHONODISC RECORDS

The Library maintains a collection of over 1700 recordings. Earphones are available at the circulation desk for listening purposes in the Audiovisual Room of the Library. Phonodisc records may circulate for a period of one week.

If any part of an album is lost or damaged, the user must pay for the entire album or replace it, but he may keep the damaged album. Breakage charges shall be assessed at list prices.

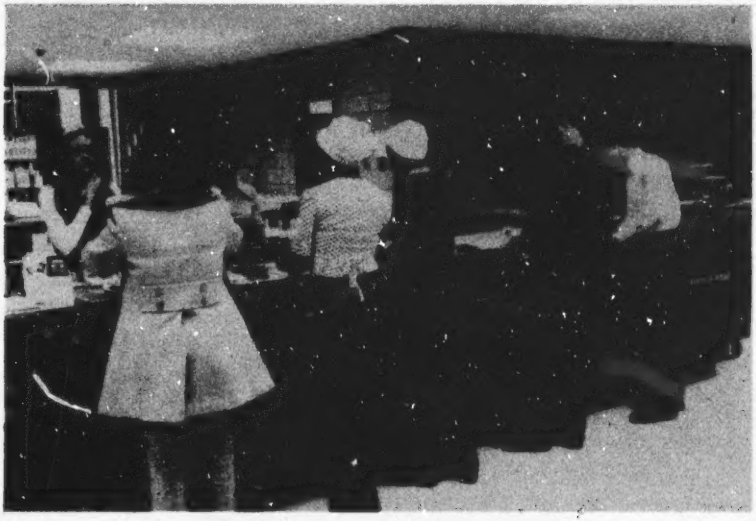
## CIRCULATION POLICY

The College Library is intended primarily for the use of students, faculty, and other members of the Cumberland County College community. However, individuals not affiliated with the College are invited to use materials within the library, and to apply for borrowing privileges when warranted by their research needs.

Subject to its prior commitment to the demands of the college community and its responsibility for adequate control of materials, the library will produce for each adult resident of Cumberland County, a library card to be used for borrowing books. The granting of borrowing privileges is not automatic. The library reserves the right to withhold privileges or to withdraw them if they are abused. Applications by County residents for borrowing privileges should be made at the Circulation Desk during normal hours of opening. A 24 hour waiting period is required to obtain a Library Card.

## CIRCULATION PROCEDURES AND FINES

In general, all Library materials may circulate with the exception of **REFERENCE BOOKS, BOUND PERIODICALS, AND RESERVE MATERIALS DESIGNATED, "LIBRARY USE ONLY".** The book-stacks are open to all, but all books taken from the stacks must be checked out at the circulation desk before leaving the library. **LIBRARY CARDS MUST BE PRESENTED BEFORE MATERIALS MAY BE WITHDRAWN FROM THE LIBRARY.** Materials should be withdrawn for the exclusive use of the identified cardholder.



The following circulation schedule provides vital information related to borrowers' responsibilities:

## CIRCULATION SCHEDULE

| Type of Material | Loan Period | Number of Renewals | Quantity of Loans | Daily Fine per Item | Fine Limitations | Loss or Damage Fees |
|---|---|---|---|---|---|---|
| Books | 3 weeks | Unlimited Unless Reserved | Unlimited | 10¢ | Cost of book | Repair or replacement cost |
| Magazines & Newspapers | 1 week | Unlimited Unless Reserved | Unlimited | 5¢ | 50¢/Item | Replacement cost (magazines only) |
| Filmstrips Phonodiscs Audiotapes | 1 week | Unlimited Unless Reserved | Unlimited | 5¢ | Cost of media | List price or media replacement |
| Art Prints Models, Kits Games | By Special Arrangement | By Special Arrangement | By Special Arrangement | 10¢ | Cost of media | Repair or replacement cost |
| Reserve Materials | Library use only | — — | Discretion of instructor | — — | — — | — — — — — — — — |
| | 3 days | None | Discretion of instructor | 50¢ | None | Accrued fine plus repair or replacement |
| | 1 week | None | Discretion of instructor | 50¢ | None | Accrued fine plus repair or replacement cost |

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## Book Detection System

With the installation of the Knogo Book Detection System, all library materials have been sensitized and must be checked out at the circulation desk to avoid setting off an alarm and locking the exit gate. The Knogo system reacts only to sensitized materials and is unaffected by keys, transistor radios, or other metallic items.

The Library looks upon the Book Detection System as a means of improving library service through an expanding collection of new books and materials and the reasonable assurance that a request may be filled by the increased availabiltiy of resources.

## Faculty Reserves

Reserve materials are selected from the library collection by the faculty and placed on reserve for limited circulation, assigned for required reading, listening, viewing, or recommended for supplementary course study. For any materials on Faculty Reserve, go directly to the circulation desk where you will find a notebook. In this book you will find, arranged in alphabetical order by professor's name, lists of materials on reserve. **The Reserve Shelves are closed to students.** Ask the assistant on duty for the desired material, present your **LIBRARY CARD** for charging 3 day and 1 week reserves, or in the case of Library Use Only Reserves, sign your name legibly and in full on the blue reserve card.

## FINES

For the convenience of the borrower, all materials are stamped with the date due. These dates should be kept in mind, and when materials are kept overdue, fines should be paid without having to be notified. As a matter of courtesy a notice is sent when materials become overdue.

Fines are not charged except for negligence on the part of the borrower. They are imposed in order to insure the return of materials so that other readers will have access to them. Fine amounts for the different circulation periods are listed on the Circulation Schedule. No fines are charged for days that the Library is closed. Except for Reserved items, a 50% cash discount is allowed if payment is made at the time materials are returned.

When materials are recalled to be placed on Faculty Reserve for a class assignment, the borrower having possession of the material is so notified and may continue to use the materials until the date due. If not returned to the circulation desk by that date, however, the fine schedule is void, and a fine rate of 30¢ for the first day overdue and 20¢ for each succeeding day will be charged. No cash discount is allowed in this situation.

With the exception of Reserve Materials which are in great demand, no additional penalty beyond the price of the material is charged a borrower who loses an item, reports it immediately, and settles his account promptly. **LOST MATERIALS MUST BE PAID FOR AND ALL FINES SETTLED BEFORE THE END OF EACH SEMESTER.**

**WE ASK THAT YOU USE THE LIBRARY WITH THE UNDERSTANDING THAT AT ALL TIMES YOU WILL BE QUIET AND CONSIDERATE OF THOSE WHO WISH TO STUDY.**

.....to copy all bibliographical information on a note card immediately, if you locate a delectable item for your research paper. "All" includes author, title, place of publication, publisher, date and inclusive paging.

.....to consult a general encyclopedia first. Special subject encyclopedias popular with CCC students are the ENCYCLOPEDIA OF PHILOSOPHY, ENCYCLOPEDIA OF WORLD ART, INTERNATIONAL ENCYCLOPEDIA OF THE SOCIAL SCIENCES. The one-volume encyclopedias, dictionaries, and handbooks so useful for concise definitions are in great demand in the reference room.

.....to begin work on your research problem as promptly as you can after checking out Library materials, so that they can be returned to the Library for others to use. Books left on a car seat or forgotten at home may be urgently needed by someone else.

.....to ask. A librarian will show you what the letters and numbers mean.....suggest a subject entry to try in the card catalog.....put the microfilm on the reader for you.....explain the use of an index. The smile and the sympathy.....are real.

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